

HOW TO UPDATE YOUR APPLICANT PROFILE

- ❗ Your online employment application is also your Applicant Profile. There is only one application/Applicant Profile for each applicant. When applying for a position, you are submitting the current version of your online application for the position.
- ❗ You can only update certain sections of your application by selecting Application Profile. For access to update any section of your application, you must select APPLY for any position and proceed with updating as necessary. If you are not interested in applying for the position, select SAVE FOR LATER to save your changes.

Step 1: Go to www.brla.gov/jobs

City of Baton Rouge
PARISH OF EAST BATON ROUGE

Welcome to the new City of Baton Rouge/Parish of East Baton Rouge Self Service Portal

The City-Parish recently upgraded the system that manages our financial, procurement, and human resources programs including a new Employee Self Service and Employment Opportunities website. **New User?** Click here to create an account. Please visit our Self Service Portal Tutorial page which provides you with instructions to help you get started. **Returning User?** Click here if you have already created an account. **Tips For Success When Applying Online:**

- DO NOT use the "Refresh" or the "Back" buttons while completing the application as your information may be lost.
- An E-mail address is required. If you do not have one, you may set one up free of charge at many websites including but not limited to msn.com, yahoo.com, gmail.com, etc.
- We recommend that you have your personal information prepared prior to starting the application including educational specifics (graduation location, specific dates) certification numbers and specific dates.
- To copy your data and paste it into the on-line form, only use Notepad if on Windows or Notes or TextEdit if on a Mac.
- Avoid using the following special characters when entering text directly into our online form: " < > % @ & ? / \ - ' " ,
- Typically, the application will take about 15-20 minutes to thoroughly complete.
- You will have an opportunity to attach further documentation such as transcripts, certifications, diplomas, licenses etc. at the end of the application.
- Please be sure to include all pertinent information in the online application form, as resumes and other attachments will not be reviewed in the initial screening phase.
- We only accept applications on-line. **Need Additional Help?** Visit the Department of Human Resources, Recruitment and Examination Division located at 1755 Florida St, Baton Rouge, LA 70802 or call 225-389-3132.

Log in as returning applicant | **Create new account** | **Register for email alerts** | **RSS**

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Positions Available **Special Requirements/Notes**

Step 2: In the top right hand corner, click "Log in as a returning applicant"

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- An E-mail address is required. If you do not have one, you may set one up free of charge at many websites including but not limited to msn.com, yahoo.com, gmail.com, etc.
- We recommend that you have your personal information prepared prior to starting the application including educational specifics (graduation location, specific dates) certification numbers and specific dates.
- To copy your data and paste it into the on-line form, only use Notepad if on Windows or Notes or TextEdit if on a Mac.
- Avoid using the following special characters when entering text directly into our online form: " < > % @ & ? / \ - ' " ,
- Typically, the application will take about 15-20 minutes to thoroughly complete.
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HOW TO UPDATE YOUR APPLICANT PROFILE

Step 3: On the **Applicant Login Page** enter your **First name, Last name, Zip code and PIN number**. After all information has been entered click **Log In** to access your user profile.

! If you forgot your PIN or Zip Code, select “Click here for PIN reminder”, enter your email address and you will receive an email containing this information within minutes. Check SPAM if the email does not appear in your Inbox.

Applicant Login
Log in to access your profile information.

Don't have an account? [Create a new account.](#)

First name*

Last name*

Zip Code*

PIN*

[Click here for PIN reminder](#)

[Log In](#) [Cancel](#)

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Step 4: Click on the **Applicant Profile** tab to update select application questions.

! You can only update certain sections of your application by selecting Applicant Profile. For access to update any section of your application, you must select APPLY for any position and proceed with updating as necessary. If you are not interested in applying for the position, select SAVE FOR LATER to save your changes.

Employment Opportunities

Register for email alerts | [RSS](#)

BR

CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE

Welcome to the new City of Baton Rouge/Parish of East Baton Rouge Self Service Portal

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HOW TO UPDATE YOUR APPLICANT PROFILE

Step 5: To view/change or edit **General Information** questions, click the General Information tab.

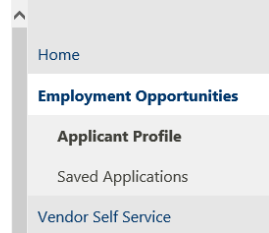
Applicant Profile

General Information

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Announcements

Thank you for your interest in City-Parish employment. You must apply for every position of interest. Please ensure all information is complete and attachments are provided prior to submitting your application. The City-Parish government offers full-time, regular classified employees an excellent benefits package. Visit www.brla.gov/hr for more information.



Step 6: To edit or change **Personal Information** click **change**.

[Personal Information](#) [change](#)

Name	JANNIE DOE
Prior Name	
Date of Birth	1/1/1990
Race	
Hispanic	No
American Indian or Alaska Native	No
Asian	No

Step 7: Enter changes and click **Continue** to save changes.

Applicant Registration

Personal Information

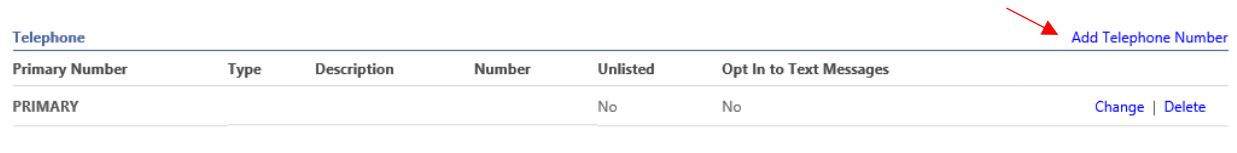
First Name	<input type="text" value="JANNIE"/>
Last Name	<input type="text" value="DOE"/>
Middle Initial	<input type="text"/>
Suffix	<input type="text"/>
Prior First Name	<input type="text"/>
Prior Last Name	<input type="text"/>
Date of Birth	<input type="text" value="1/1/1990"/>
DOE Ethnicity	<input type="radio"/> Yes, Hispanic or Latino <input checked="" type="radio"/> No, not Hispanic or Latino
DOE Race	
American Indian or Alaska Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
Native Hawaiian or other Pacific Islander	<input type="checkbox"/>
White	<input type="checkbox"/>
Veteran Status	<input type="text"/> <input type="checkbox"/>

Continue

Cancel

HOW TO UPDATE YOUR APPLICANT PROFILE

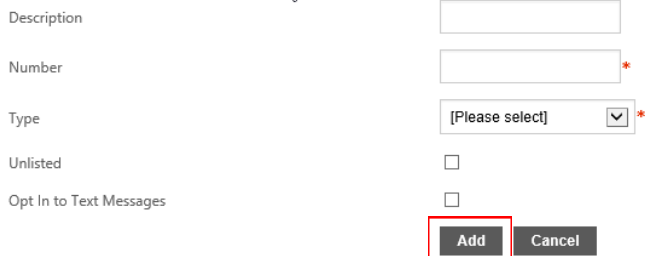
Step 8: To add a telephone number click **Add Telephone Number**.



Telephone						Add Telephone Number
Primary Number	Type	Description	Number	Unlisted	Opt In to Text Messages	
PRIMARY				No	No	Change Delete

Step 9: Enter the desired phone number and click **Add**.

Add Telephone Number



Description

Number *

Type *

Unlisted ☐

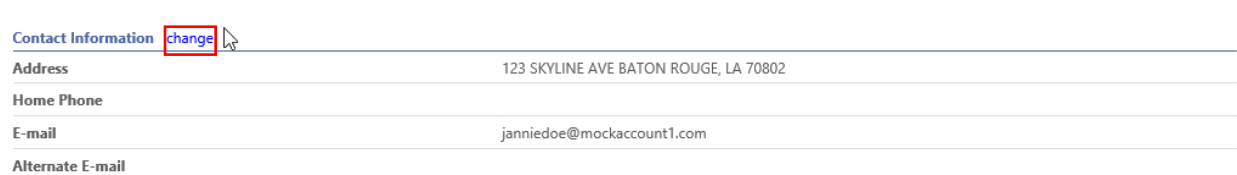
Opt In to Text Messages ☐

Step 10: To change or delete a **phone number** click **Change/Delete**.



Telephone						Add Telephone Number
Primary Number	Type	Description	Number	Unlisted	Opt In to Text Messages	
PRIMARY				No	No	Change Delete

Step 11: To update **Contact Information** click **Change**.



Contact Information		change
Address	123 SKYLINE AVE BATON ROUGE, LA 70802	
Home Phone		
E-mail	janniedoe@mockaccount1.com	
Alternate E-mail		

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 12: To save updates click **Continue**.

Applicant Profile

Contact Information:

Address Line 1	<input type="text" value="123 SKYLINE AVE"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="BATON ROUGE"/>
State	<input type="text" value="LA"/>
Zip	<input type="text" value="70802"/>
Home Phone	<input type="text"/>
Email Address	<input type="text" value="janniedoe@mockaccount1.com"/>
Alternate Email	<input type="text"/>
	<div><input type="button" value="Continue"/> <input type="button" value="Cancel"/></div>

Step 13: To view/change or edit education information, click **Education tab**.

Applicant Profile

Education

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Applicant Education Information

[Add to Education](#)

Step 14: Click on **Add to Education** to add educational information.

Education

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Applicant Education Information

[Add to Education](#)

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 15: Enter education information then click **Continue** to save updates.

- ! Subject Area 1 is your Degree Major and Subject Area 2 is your Degree Minor.
- ! Your transcript or diploma must be attached to your application as proof of education or your application may be rejected for the position.

Applicant Profile

Education Information

State	<input type="text" value="▼"/>
Institution	<input type="text" value="▼"/> *
Degree	<input type="text" value="▼"/> *
Subject Area 1	<input type="text" value="▼"/> *
Subject Area 2	<input type="text" value="▼"/>
Credit Hours Attained	<input type="text" value="0.00"/>
Years Completed	<input type="text" value="0"/>
Comments	<input type="text"/>
	<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

Step 16: To **view/change or edit** any work history click the **Work History** tab.

Work History

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Applicant Work History

[Add to Work History](#)

Step 17: To add work history click **Add to Work History**.

Work History

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Applicant Work History

[Add to Work History](#)

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 18: To revise or delete work history click on **Update/Remove**.

Work History

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Applicant Work History				Add to Work History
Employer Name	Start Date	End Date	Phone	Actions
CITY OF BATON ROUGE, HUMAN RESOURCES	6/29/2017	12/31/9999	225-389-3129	Update Remove

Step 19: Enter or revise work history information. To save click **Continue**.

- ! **Position Description 1 is your Job Title.**
- ! **Use “Additional Comments” to list and describe your job duties.**

Applicant Profile

Work History Information:

Employer Name *

Address Line 1

City

State

Phone

Start Date *

End Date

Position Description 1

Supervisor

Reason for Leaving

Additional Comments

Continue

Cancel

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 20: To view/change or edit Equipment Skills, click the **Skills** tab.

- ! Skills refers to the City-Parish Equipment List and equipment used by public works related positions.

Applicant Profile

Skills

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Applicant Skills

[Add to Skills](#)

Step 21: To add Skills, click the **Add to Skills** tab.

Skills

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Applicant Skills

[Add to Skills](#)

Step 22: Enter Skills information and click **Continue** to save.

- ! Use the **Level** field to select your years of experience using the selected equipment.
- ! Use the **Comment** field to provide the Employer Name.

Applicant Profile

Skill Information:

Skill Type	<input type="text"/>	*
Skill Area	<input type="text"/>	*
Level Code	<input type="text"/>	*
Comment	<input type="text"/>	
	<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 23: To update or remove Skills click **Update/Remove**.

Skills

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Applicant Skills			Add to Skills
Type Code	Area Code	Level	Actions
EQUIPMENT SKILLS	ATV WITH SPRAYER	3-4 YEARS	Update Remove

Step 24: To view/change or edit Professional Certifications & Licenses click the **Certifications & Licenses** tab.

Certification Information

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

[Applicant Certification Records](#) [Add to Certifications](#)

Step 25: To add Certifications or Licenses click **Add to Certifications**.

Certification Information

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

[Applicant Certification Records](#) [Add to Certifications](#)

Step 26: Enter the Certification and License information. Click **Continue** to save.

- ! If your certification or license does not expire, enter 12/31/9999 as the Expiration Date.
- ! You must attach a copy of your certification or license as proof of attainment or your application may be rejected for the position.

Applicant Profile

Certification and License Information:

Type Code	<input type="text" value="ARCHITECT"/>
Area Code	<input type="text" value="LICENSED"/>
Effective Date	<input type="text" value="09/04/2017"/>
Expiration Date	<input type="text" value="12/31/9999"/>

Technical Experience

[Continue](#)

[Cancel](#)

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 27: To update or remove Certifications click **Update/Remove**.

Certification Information

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Applicant Certification Records				Add to Certifications
Type	Area	Effective Date	Expiration Date	Actions
ARCHITECT	LICENSED	9/4/2017	12/31/9999	Update Remove

Step 28: To view/change or edit references click **References** tab.

References

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

[Applicant References](#) [Add to References](#)

Step 29: To add references click **Add to References** tab.

References

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

[Applicant References](#) [Add to References](#)

Step 30: Enter reference information and click **Continue** to save.

NEED A NEW SCREENSHOT – AWAITING A RESPONSE FROM GREG S.

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 31: To view/change or edit application attachments click the **Upload Attachment** tab.

Applicant Profile Upload an Attachment

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Step 32: To attach additional documents click **Browse** to search for the correct document, next click **Open** to select the file.

Select and upload a new file attachment

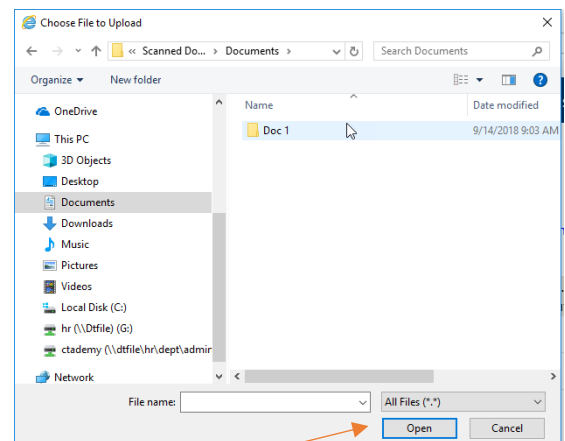
Doc 1.docx [Remove](#)

Attachments: [Browse...](#)

[Upload](#) [Reset](#)

[Previously submitted attachments](#)

File name	Date submitted
Application Copy 2	9/11/2018



Step 33: To complete the upload click the **Upload** button.

Select and upload a new file attachment

Doc 1.docx [Remove](#)

Attachments: [Browse...](#)

[Upload](#) [Reset](#)

[Previously submitted attachments](#)

File name	Date submitted
Application Copy 2	9/11/2018

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 34: To **view/change or edit** “custom code” questions click on the **Custom Codes** tab.

Applicant Profile

Upload an Attachment

[General Information](#) | [Eligibility & Status](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)



Step 35: Enter or update question response, click **Update** to save changes.

Applicant Profile

Custom Codes

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Custom Codes

RESIDE IN EBR PARISH	<input type="text" value="YES"/>
	<div><input type="button" value="Update"/> <input type="button" value="Reset"/></div>

- ❗ This concludes how to edit/update your Applicant Profile.
- ❗ You also have the option to update your full application when selecting to Apply for a position.